

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
Washington, DC 20508**

September 3, 2003

**INFORMATION CIRCULAR #2**

5th Ministerial Conference of the World Trade Organization  
10-14 September 2003, Cancún, Mexico

This circular is intended for those persons attending the WTO Ministerial Meeting in Cancún as representatives of non-government organizations (including business, agriculture, labor, environmental, consumer, academic, citizen or other organizations). This is a follow-up to the initial information circular issued by the Office of the U.S. Trade Representative on August 15, 2003.

1. **Public Briefings.** There will be a final pre-Cancún briefing on September 4, at 2:00 pm EDT, in Washington at the briefing center of the FDIC, 801 17th Street, NW, Washington, DC 20434. In Mexico, USTR will conduct a daily briefing on the status of negotiations at the Hotel Gran Caribe for anyone credentialed as a U.S.-based NGO by the World Trade Organization, and for those credentialed as official non-governmental advisors to the U.S. delegation. The first such briefing will be on **Tuesday, September 9 at 4:00 pm Cancún time in the amphitheater of the Hotel Gran Caribe Real.** (NOTE: Cancún is one hour behind Eastern Daylight Time). The briefing is scheduled to take place on each subsequent day at the same place and time, **but may be changed** if circumstances require it; please consult the message board and recorded info line (see below) for updates. Due to space limitations, persons not holding one of the two types of credentials mentioned above will not be admitted to the briefing facility. For the official list of U.S.-based NGOs accredited by the WTO, see the Cancún main page at [www.wto.org](http://www.wto.org).
2. **Teleconference Access.** USTR is pleased to provide a free, listen-only teleconference number for members of the public not in Cancún who wish to hear the daily public briefing. Due to technological limitations, only the first 200 persons dialing in will gain access. The toll-free number is:  
  
**1-800-260-0702**  
**Access Code: 696434**
3. **Taped Webcasts.** USTR plans to videotape the public briefing and will post it daily to [www.ustr.gov](http://www.ustr.gov) and to other U.S. government websites.
4. **Briefings for Cleared Advisors.** USTR will conduct a confidential daily briefing for cleared members of U.S. trade advisory committees in Cancún. Information on these briefings has been sent to cleared advisors under separate cover.

5. **Message Board and Briefing Schedule.** USTR will maintain a message board at the Hotel Gran Caribe and will post daily notices of briefings and other information for accredited NGOs and for cleared advisors. In addition, a recorded message will be available daily, starting September 9, with up-to-date information on scheduled briefings and other activities. The local phone number with recorded information will be posted on the message board of the Gran Caribe by Tuesday, September 9, and will also be available on the USTR public website.
6. **Picking Up Credentials.** There has been some confusion on where delegates should pick up their credentials. To alleviate problems with getting access to credentials, USTR is making best efforts to secure from the WTO and the Mexican Organizing Committee all credentials for U.S.-based NGOs, and for advisers to the U.S. delegation, and to have those credentials available for pickup upon verification of identity (bring your passport) at a kiosk at the Cancun airport staffed from 6am-midnight daily, starting September 5th. If this plan changes due to security or logistical considerations beyond our control, we will notify you via email and the USTR website.
7. **Accredited NGOs.** A list of NGOs that have been accredited by the WTO to attend the Cancún Ministerial Conference is available on the Cancún Ministerial main page at [www.wto.org](http://www.wto.org).
8. **Hotel Rooms At The Gran Caribe.** A number of persons attending the Ministerial requested hotel reservations from USTR's block-booking at the Hotel Gran Caribe Real. We understand there has been some confusion with the hotel, and that when some persons called to confirm, they were told rooms are not available. We are aware of this confusion on the part of the hotel, and our USTR and Embassy advance team in Cancun is working directly with the hotel manager to make sure that those who asked us for a room will have one. We apologize for the confusion.

We are receiving an extraordinary volume of telephone and e-mail inquiries, so please read this circular, and the website of the Mexican Organizing Committee, carefully before contacting us. USTR is not able to provide any waivers with regard to Mexico's immigration and consular requirements.